

**CHIEF, REAL PROPERTY OPERATIONS**

**DEFINITION:**

Under administrative direction, to assist in the management, planning and coordination of activities in the Facilities and Real Property Management Division of the Department of General Services; to act in the absence of the Deputy Director; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is a one-position, unclassified management class allocated only to the Department of General Services, Real Property Management Division. The incumbent reports to the Deputy Director, Real Property Management, and has significant responsibility in formulating policy on property acquisition and space utilization and for assisting the Deputy Director in the overall management of the Real Property Management Division.

**EXAMPLES OF DUTIES:**

Manages and coordinates real property ongoing operations involving highly technical acquisition, valuation, engineering and property management functions; ensures that countywide real property transactions are accomplished in a timely and cost effective manner in adherence to accounting and legal requirements; evaluates real property management operations and formulates policies and procedures to expedite projects and optimize resource utilization in the property management and acquisition process; determines project priorities and revises as needed; assists in developing the division's annual budget; monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on departmental activities; performs special studies and projects as assigned by the Deputy Director; attends meetings and makes special presentations on real property matters; and acts in the absence of the Deputy Director.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Principles, practices and laws involving governmental real property acquisition, valuation, engineering, condemnation and property management functions.
- Methods and techniques used in real estate appraisal.
- Applicable federal, state, and county laws, regulations, and policies on real property acquisition, management, and disposal.
- Laws, regulations, and policies on acquiring property through eminent domain.
- Cost benefit analysis.
- The General Management System in principle and in practice.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.

**Skills and Abilities to:**

- Assist in planning, directing, and organizing the activities of staff involved in real property acquisition, management, and disposal.
- Negotiate and administer contracts for real property and other related services.
- Formulate and develop real property policies and procedures.
- Monitor and authorize real property projects and procedures involving several disciplines and departments.
- Coordinate departmental services with county departments and public/private agencies.
- Ensure that divisional activities conform to federal, state, and local laws and regulations.
- Identify and resolve operational problems.
- Assist in preparing the division's annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations in the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

**EDUCATION/EXPERIENCE:**

Education, training and experience, which demonstrate the possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: three (3) years of experience performing mid-management level work in planning, directing, and coordinating real property functions (acquisition, valuation, engineering services, property management, appraisals, and relocation assistance) for a large governmental agency.

**Note:** Possession of a master's degree in real estate, business administration, finance or a closely related field is highly desirable.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

